Results of Shared Governance Committee Network Analysis (Communication Audit May 2012)

• Co-Chairs of shared governance committees were interviewed (Ac Sen/CPC)
• 2 of the Academic Senate Committees provide reports at Division Council (manager's meeting for Academic Affairs)
  – all other committees report through shared governance over-arching bodies
• Majority of agendas/minutes are managed by faculty co-chairs
• Do committees use other committees minutes?
  – Occasionally: Academic Affairs; Student Services
  – Ac Sen reviews but not in mtgs: CORE, AA Cluster & Division Council, Budget.
    SAPPC committee uses minutes as appropriate to topic; Essential Skills uses
    D.O. SSI minutes
  – No: all other committees
• How do you learn of actions of Ac Sen/CPC?
  – Most all co-Chairs said by attending the meetings
  – Challenge lays within that not all Co-Chairs attend BOTH Ac Sen/CPC meetings
• What are the outcomes of recommendations made?
  – Ac Sen: Action on resolutions
  – Most all of the outcomes are “information sharing”
  – Only 1/3 were “implementation”
• Are the outcomes achieved?
  – Yes: A.A. Cluster; Student Services Cluster; SAPPC; Curriculum; Distance Ed; Essential Skills; Grants/CTE
  – Sort of: CPC; Ac Sen; Budget
  – No: Achieving the Dream

Recommendations
• Committee Co-Chair training is needed to understand role/responsibility, scope of the committee, running effective meetings (agenda mgt)
• Roberts Rules of Order training (or other preferred method of meeting procedures)
  – Minutes are either approved; or approved with corrections: they are not voted on
  – Time on task: “Keep meetings to the shortest time possible” (It is in our Accreditation Action Items!)
  – Public Comment; how it is procedurally done.
    • Intended for people to speak that are not members of the body (would otherwise need to submit an agenda item)
  – Calling for agenda items before agendas go out (avoid multiple agendas circulating; outcome = accuracy)
  – All committee reports should be in writing with ALL recommendations in the report. Keep it short and sweet!

• Separation of “conflated committees”
  – Division Council is a manager’s meeting; separate from Academic Affairs
Work Environment Committee (AFT) is separate from Facilities. Where does CORE fit? What is the difference between Facilities, WEC, and Professional Concerns? Clarify scope and purpose of each.

• Representatives need to be at meetings so can report from their cluster/committee and bring information back to respective groups

• Alignment of committees and where information stops (Academic Senate Committees reporting at Division Council but not at A.A. Cluster, etc.)

• We are Recyclers: we recycle issues when believe the issue had been resolved. How do we eliminate the unnecessary back-treading and attempts at back doors? If no new information is obtained, why do things come back for more precious time?

• Flow Chart of our processes is needed: How do we do business?

• When shared governance committees make a recommendation, want to know the outcome: was it implemented?; close the loop

• Membership lists for each of the committees posted at the beginning of each academic year

• Dept. Chair training and a description of the function of a department Chairs

• Would like a report from Economic/Workforce Development to know what is going on in the area periodically

• Unit plans are completed by Division Chairs in Academic Affairs, which may or may not be on the A.A. Cluster committee; confusion at times as to how the input from Chairs is fully used in the planning process when all of them are not in the room when decisions are made; how does information cycle back?

Important needs within Cluster Committees

• Academic Affairs
  – CPC: Budget, Facilities, CORE, TAC, Staff Development, Achieving the Dream, ASO
  – Academic Senate: Curriculum, Distance Ed, Assessment, Essential Skills, Matriculation, Professional Development, FHPC, Professional Concerns, Accreditation, CTEC, Grants

• Student Services
  – CPC: Budget, Facilities, CORE, TAC, Staff Development, Achieving the Dream, ASO
  – Academic Senate: Curriculum, Distance Ed, Assessment, Essential Skills, Matriculation, Professional Development, FHPC, Professional Concerns, Accreditation, CTEC, Grants

• Administrative Services
  – CPC: Budget, Facilities, CORE, TAC, Staff Development
  – Academic Senate: Professional Development, FHPC, Professional Concerns, Accreditation, Grants
Information Needs in Visual Format:

<table>
<thead>
<tr>
<th>Committee</th>
<th>Academic Affairs</th>
<th>Student Services</th>
<th>Admin Services</th>
</tr>
</thead>
<tbody>
<tr>
<td>CPC/ Clusters (A.A., S.S., A.S.)</td>
<td>X</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>CPC/ CORE</td>
<td>X</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>CPC/ Budget</td>
<td>X</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>CPC/ Facilities</td>
<td>X</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>CPC/ TAC</td>
<td>X</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>CPC/ Staff Development</td>
<td>X</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>CPC/ Achieving the Dream</td>
<td>X</td>
<td></td>
<td></td>
</tr>
<tr>
<td>CPC/ Ad-hoc Web-page</td>
<td>X</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>AS/ Curriculum and its sub-committees: Distance Ed, Assessment, Essential Skills</td>
<td>X</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>AS/ Matriculation</td>
<td>X</td>
<td></td>
<td></td>
</tr>
<tr>
<td>AS/ Professional Development</td>
<td>X</td>
<td></td>
<td></td>
</tr>
<tr>
<td>AS/ SAPPC</td>
<td>X</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>AS/ FHPC</td>
<td>X</td>
<td></td>
<td></td>
</tr>
<tr>
<td>AS/ Professional Concerns</td>
<td>X</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>AS/ Accreditation</td>
<td>X</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>AS/ CTEC</td>
<td>X</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>AS/ Grants</td>
<td>X</td>
<td>X</td>
<td>X</td>
</tr>
</tbody>
</table>

Outcomes Necessary to Design into Planning Process

- Current structure and reporting of committees need to “flow” to create the Planning Documents
  - in order to integrate planning/budget information must flow
  - consider the recommendations from committee co-chairs in order to reflect the work of the committee. In other words: Outcomes need to be clearly communicated by the reporting committees

- ACCJC requires outcomes be measured and reported; and that planning committees are actually planning, not just discussing.
  - Decisions must be made as a result of discussions, which become recommendations to CPC, which then in turn CPC will make recommendations to the President…

- Reporting methods perhaps need some changes so that those who do not attend the Senate Meetings are still able to have their information needs met
  - Senate President report at CPC?
  - Cluster reports reflect the Ac Sen Committee recommendations/CPC committee recommendations?